GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - Home Department – A.P. Jail Services - Establishment of "Social Incubation Centers" in Prisons of Andhra Pradesh – Orders – Issued.

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HOME (PRISONS & FIRE) DEPARTMENT

G.O.Rt.No.1325 **Dated: 08.11.2023**
Read:

From the Director General of Prisons & Correctional Services, Andhra Pradesh, letter No. Judl.2/791/2023, dated: 05-10-2023.

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ORDER:

In the circumstances reported by the Director General of Prisons & Correctional Services, Andhra Pradesh, in the reference read above, Government after careful examination of the proposal hereby accord permission to establish "Social Incubation Centers" in the following institutions of the Andhra Pradesh Prisons so as to bring out changes in behavioral patterns of Prisoners and fill the lacunae existing in Prison Administration.

1. Central Prison, Vishakhapatnam
2. Central Prison, Rajahmahendravram
3. Central Prison, Nellore
4. Central Prison, Kadapa
5. Prisoners Agricultural Colony, Ananthapuram
6. District Jail, Srikakulam
7. District Jail, Eluru
8. District Jail ,Vijayawada
9. District Jail, Guntur
10. District Jail, Ongole
11. District Jail, Kurnool
12. District Jail, Ananthapuram
13. District Jail Chittoor
14. Special Prison for Women Kadapa
15. Special Prison for Women Rajahmahendravaram
16. Special Sub Jails/Sub Jails wherever required

2. The stake holders involved in these social incubation centers should consists of :

Administrative Structure

a). **For Central Prisons**

Jail Superintendent

Additional Superintendent of Jails

Deputy Superintendent of Jails

Medical Officer

Experts

Social counselor
NGO Representative
Social Worker
Psychiatrists/Psychologists
Welfare Officer
Financial Institution Representative

(P.T.O)

b). **For PAC, Ananthapuramu**

Jail Superintendent

Jailor	Deputy Jailor	Experts
		Social counsellor
		NGO Representative
		Social Worker
		Psychiatrists/Psychologists
		Welfare Officer
		Financial Institution Representative

c). **For Special Prison for Women**

Jail Superintendent (Deputy Superintendent of Jails)

Jailor	Deputy Jailor	Medical Officer	Experts
			Social counsellor
			NGO Representative
			Social Worker
			Psychiatrists/Psychologists
			Welfare Officer
			Financial Institution Representative

d). **For District Jails**

Jail Superintendent (Additional Superintendent of Jails)

Jailor	Deputy Jailor	Medical Officer	Experts
			Social counsellor
			NGO Representative
			Social Worker
			Psychiatrists/Psychologists
			Welfare Officer
			Financial Institution Representative

e). **For Special Sub Jails**

Jail Superintendent (Jailor)

Deputy Jailor/ Chief Head Warder	Head Warder	Experts
		Social counsellor
		NGO Representative
		Social Worker
		Psychiatrists/Psychologists
		Welfare Officer
		Financial Institution Representative

f). **For Sub Jails**

Jail Superintendent (Deputy Jailor)

Head Warder	Warder	Experts
		Social counsellor
		NGO Representative
		Social Worker
		Psychiatrists/Psychologists
		Welfare Officer
		Financial Institution Representative

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3. **Objectives:**

1. To reduce depression and violence in prisons and to provide conducive environment for reformation.
2. To reform the inmate as a law-abiding citizen.
3. skill Development and Capacity building of the inmate and enabling him to lead further life in the society after his release.
4. provide adequate support to prisoners to lead peaceful and dignified life after the sentence is over.

4. **Standard Operating Procedure :** Evaluation is important part of the process of social incubation, it gives deep insight into the mindset of the prisoners and also gives perspective of the challenges being faced by them both mentally and physically. Therefore periodic assessment is important to give effective handholding to prisoners. Following periodic assessment is prescribed and all the assessments shall be documented in performa to be designed by a committee of prison officers along with other members who can be co-opted. The Director General of Prisons and Correctional Services, Andhra Pradesh shall complete this task in 15 days.

For Prisoners Sentenced to more than one year :

(i). Evaluations at the time of Admission

(ii). Evaluation after 15 days

(iii). Evaluation after one month

(iv). Evaluation every 45 days

For Prisoners sentenced to less than one year

(i). Evaluation at the time of Admission

(ii). Evaluation after 7 days

(iii). Evaluation after 15 days

(iv). Evaluation once in a month

For Remand Prisoners

(i). Evaluation at the time of admission

(ii). Evaluation every 7 days

5. **Functions of the incubation centers:**

(i). Classification of the prisoners and treat accordingly to their nature of crimes, punishment, mental ability behavioral pattern;

(ii). Conduct study of psychological and behavioral attitude on the admission to assess their mental stability;

(iii). to conduct counseling;

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(iv). to conduct psychometric test;
(v). to conduct vocational aptitude test;
(vi). to suggest remedial measures in the areas of reformation and rehabilitation;
(vii).to make a social study through personal interview in the case of prisoners sentenced for a period of one year and above within a week of their admission and to prepare a social case study Report;

(viii). to classify the problems of the inmates and deal with their difficulties in institutional life;

(ix). to establish co-operation and understanding between the prisoner and the administration and to deal with all correspondence relating to it;

(x). to assist the prisoner in developing his contact with his family and to provide assistance to the prisoner and his family members;

(xi). to prepare of sentence planning for prisoners sentenced to one year and more;

(xii). to prepare of pre- release programme for prisoners sentenced to one year and more;

(xiii). to bring in positive attitudinal charges in the inmates towards their life, family and society through the use of social tools;

(xiv). to provide better educational opportunities for future employment that leads to social and economic development of the inmate's family;

(xv). to impart social, domain and life skills training that empowers inmates and creates significant social values among the inmates;

(xvi). for the maintenance of prisoner's case files.

(xvii). To tie up with the educational Institutions.

(xviii). Free coaching

(xix). To Tie up with Banks/other financial institutions

6. **<u>Requirements and procedure should be as follows:</u>**

(i). Separate/permanent room for counseling

(ii).For each prisoner, duration of counseling, minimum 30 minutes to maximum of one hour in a day

(iii). Recording of Remarks in a prescribed format

(iv). Evaluation report to be submitted by the end of the day.

(v). Feeding of Data in portal within 24 hours

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(vi). Separate dossier for each prisoner.
(vii). Rehabilitation plan to be prepared within (30) days in consultation with prisoner and if required with family.
(viii). A Online platform shall be created for feeding the date and maintaining case sheet for each prisoner.

7. The Director General of Prisons & Correctional Services, Andhra Pradesh, shall take necessary action accordingly. This scheme shall be made functional within 45 days in all prisons and compliance report shall be sent to Government.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

HARISH KUMAR GUPTA
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director General of Prisons & Correctional Services,
Andhra Pradesh, Mangalagiri.

Copy to:
OSD to Hon'ble M (Home)
P.S. to Principal Secretary to Government, Home Department.
SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER